CHAPTER 6

UTILITIES

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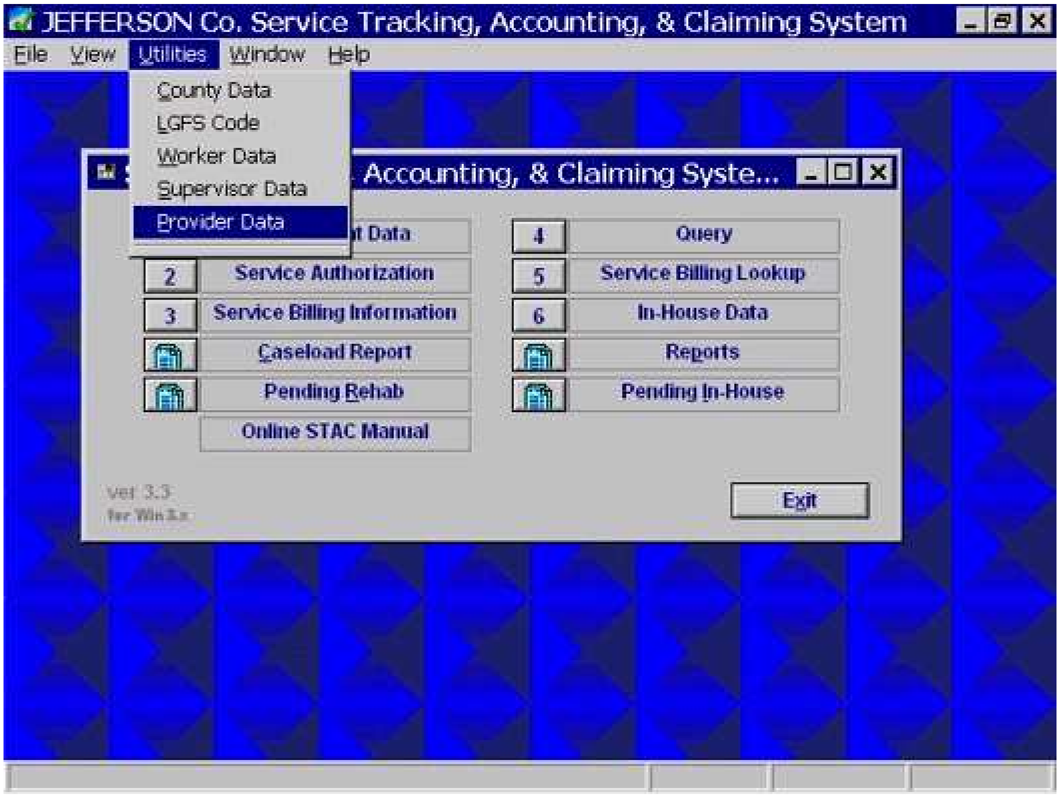


The Utilities tables contain all of a county's data for workers, supervisors, and providers, as well as the LGFS codes. This page and the following pages in this section demonstrate the use of the Utilities screens. To access the utilities screens, go to the STAC Main Menu and click on **Utilities** in the menu bar. Next, click on one of the utility functions described below.

- County Data - contains the county address and the name of the person to whose attention bills should be sent. This information is printed on the bottom of the 1878 (Service Authorization Form/Purchase Order).

- LGFS Code - contains a listing of all LGFS codes and descriptions of each LGFS code used by the county. Each county will need to enter all LGFS codes used in that particular county.

- Worker Data - contains a listing of the name of each worker, each worker's SSN, and the SSN of the worker's supervisor.

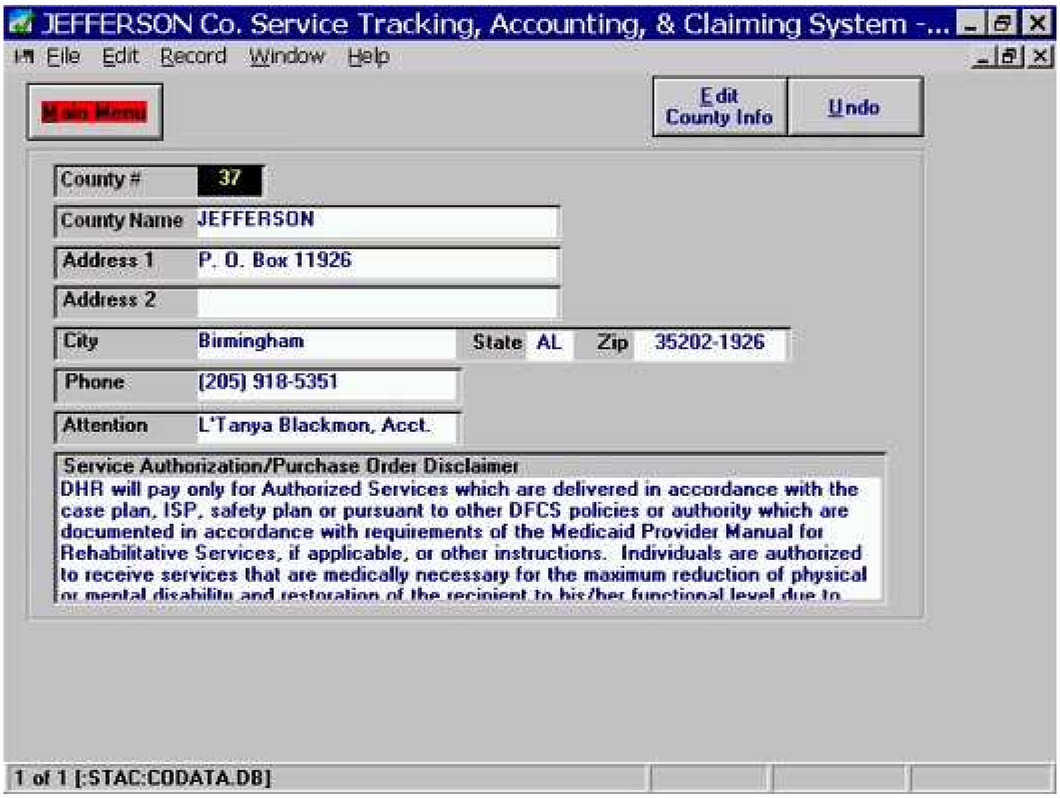
NOTE: Supervisor Data should be entered before attempting to enter Worker Data.

- Supervisor Data - contains the name of each supervisor and the supervisor's SSN.

- Provider Data - contains the names of each provider, the provider type code (must be typed with a capital letter), the address of the provider, and the Medicaid Participant Number for each provider. Suffix (usually 01) must be entered for each provider. All DHR service staff must be entered as providers for In-House Medicaid Rehab billing. The Tax ID number for staff will be the Worker's SSN.

COUNTY DATA

County Data - contains the county address and the name of the person to whose attention bills should be sent. This information is printed on the bottom of the 1878 (Service Authorization Form/Purchase Order).



NOTE: All counties should have the following data entered and should only be editing the data on the County Information Data Screen.

To edit the County Information Data, go to the STAC Main Menu and click on **Utilities** in the menu bar. Click on County Data to bring up the County Information Data screen. Click on the **Edit County INFO** button or press **F9** to place the screen in the edit mode. Enter necessary information, and press **Tab** to move from one field to another.

The "Attention" field should contain the name of the county staff person to whom invoices should be sent. This information prints on the 1878 (Service Authorization/ Purchase Order) which is sent to providers.

Disregard the Service Authorization Disclaimer window. (This message is the same for all counties and was downloaded by the State Office.) You should not be making any changes to this field.

Once data has been entered, click on 

, and exit the STAC application When STAC is re-opened, the specific county name should appear at the top of the STAC screens.

To edit existing county data, click on the **Edit County INFO** button or press **F9**, and place the cursor in the field which needs to be edited. Type in the correction, and when finished, click on 

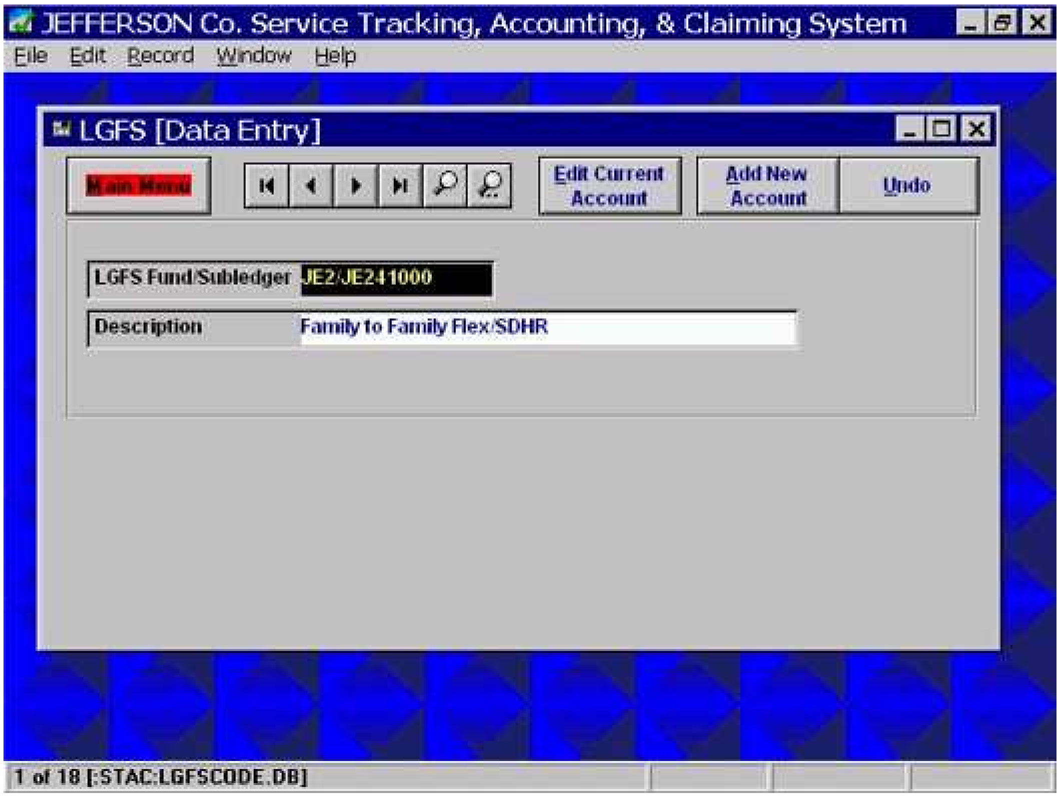
to return to the STAC Main Menu. Exit the STAC application. When STAC is re-entered, the new information will appear.

If you make a mistake and want to back out your changes, click on the **Undo** button.

<u>NOTE</u>:   It is always wise to exit the STAC application whenever you make changes or additions to any of the utility screens. This will refresh or update these screens.

LGFS CODE

LGFS Code - contains a listing of all LGFS codes and descriptions of each LGFS code used by the county. Each county will need to enter all LGFS codes used in that particular county.



All of the county LGFS funds and subledger accounts to be tracked on STAC should be entered in the LGFS data tables. Go to the STAC Main Menu and click on **Utilities** in the menu bar. Click on LGFS Code to bring up the LGFS Code Screen. Click on the **Edit Current Account** button or press **F9** to place the screen in the edit mode. Click on the **Add New Account** button to clear the screen if a new LGFS account is being added. Enter the LGFS fund and subledger number as it appears on LGFS, and tab to the "Description" window. This window is for county use only and may be as brief or as descriptive as a county desires. Continue to click on the **Add New Account** button to clear the screen and add other accounts as needed. When finished, click on 

to return to the STAC Main Menu.

Although counties are not required to track client private earmarked accounts, a county may track these accounts if desired. However, the client's subsidiary account would need to be entered on STAC differently from the way in which it is entered on LGFS. In the subsidiary, the eighth character, which is the source of funds, needs to be entered prior to the first character, which is the sibling code. For example, if the subsidiary on LGFS is ST4/B004379S, it would be entered on STAC as ST4/SB004379. This is because the first two subsidiary characters on STAC are alpha only.

To access other accounts, press the **Page Up** and **Page Down** buttons on the keyboard.

To edit an account, click on the **Edit Current Account** button or press **F9** to put the screen in edit. Then place the cursor in the field(s) which need to be edited and make change(s). When all edits have been made, click on 

to return to the STAC Main Menu.

To locate a specific LGFS Fund to edit or update, click on the Magnifying glass  to bring up the Locate Value help box. The screen resulting from clicking this button and instructions for using it are shown on page 32.

In the Value box, enter the LGFS Fund/Subledger or whatever you choose to use to locate the LGFS Fund. Identify the correct field in the bottom of box to correspond with information in the Value box, and click on OK. LGFS Funds may also be accessed by using the **Page Up** and **Page Down** arrows.

If you make a mistake and want to back out your changes, click on the **Undo** button.

NOTE: An LGFS fund/subledger cannot be deleted if a payment has been authorized or made from that fund on STAC.

WORKER DATA

Worker Data - contains a listing of the name of each worker, each worker's SSN, and the SSN of the worker's supervisor.

NOTE: **Supervisor Data should be entered before attempting to enter Worker Data.**

The Worker Data table contains a listing of the service workers in a county. From the **Main Menu**, click on **Utilities**, then click on **Worker Data**. Click on the **Edit Current Worker** button or press **F9** on the keyboard to place the screen in Edit mode.

To enter a new worker, click on the **Add New Worker** button to clear the fields. Make entries as needed. To enter the Supervisor SSN, press **Control** and **Spacebar**. A listing of all supervisors and SSNs will appear. Highlight the correct supervisor, click on OK, and the Supervisor SSN will automatically appear in the field. To enter another worker record, click on the **Add New Worker** button. When you have completed entering, click on the Main Menu button.

The records are put in order by the Worker SSN. Use **Page Up** and **Page Down** to "scroll" through the records.

To edit a current worker's data file, use the Page Up and Page Down keys to find the desired worker's data file. Click on the **Edit Current Worker** button or press **F9** to be in the edit mode, make the necessary changes, and then click on the 

button to return to the STAC Main Menu.

To locate a specific worker to edit or update, click on the Magnifying glass  to bring up the Locate Value help box. The screen resulting from clicking this button and instructions are shown on page 32.

In the Value box, enter the Worker SSN, Last Name, or whatever you choose to use to locate the worker. Identify the correct field in the bottom of box to correspond with information in the Value box, and click on OK. Workers may also be accessed by using the **Page Up** and **Page Down** arrows.

If you make a mistake and you want to back out your changes, click on the **Undo** button.

<u>NOTE</u>: Always update the supervisor's data files before adding or changing workers.

<u>NOTE</u>: If a worker becomes a supervisor, reassign his/her caseload on the Case/Client Data screen before entering the worker as a supervisor.

<u>NOTE</u>: A Worker's information can not be deleted if any cases have been posted against his SSN.

SUPERVISOR DATA

Supervisor Data - contains the name of each supervisor and the supervisor's SSN.

NOTE: **Supervisor Data should be entered before attempting to enter Worker Data.**

The Supervisor Data table contains the name and SSN of each supervisor. These files must be current before a Worker data file is entered or updated.

To enter a new supervisor, from the **Main Menu**, click on **Utilities**, then click on **Supervisor Data**. Then click on the **Add New Supervisor** button to clear the screen. Enter the Supervisor SSN, the last name, first name, and MI if desired, tabbing from one field to another. Click on the **Add New Supervisor** button to add an additional supervisor. When finished, click on 

to return to the STAC Main Menu.

To edit supervisor data, click on the **Edit Current Supervisor** button or press **F9**, and use **Page Up** and **Page Down** to scroll to the supervisor data which needs to be corrected. Place the cursor in the window to be corrected, and type in the correct information. Click on 

when finished to return to the STAC Main Menu.

To locate a specific supervisor to edit or update, click on the Magnifying glass  to bring up the Locate Value help box. The screen resulting from clicking this button and instructions are shown on page 32.

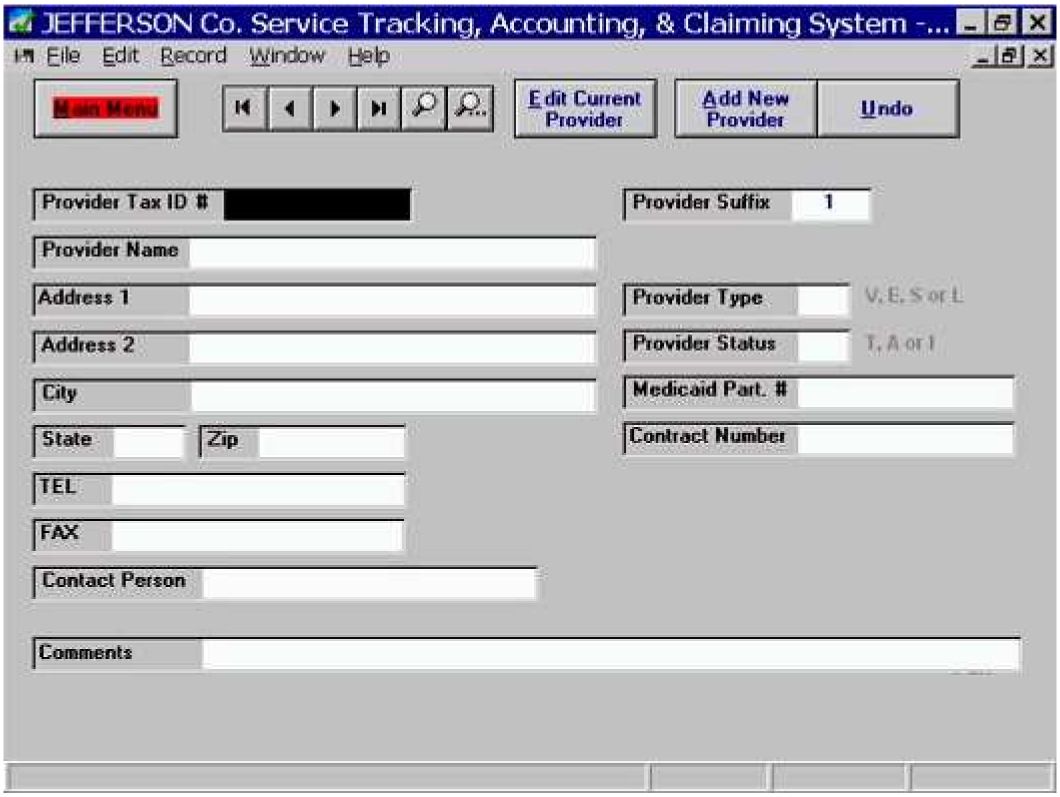
In the Value box, enter the Supervisor SSN, Last Name or whatever you choose to use to locate the supervisor. Identify the correct field in the bottom of box to correspond with information in the Value box, and click on OK. Supervisors may also be accessed by using the **Page Up** and **Page Down** arrows.

If you make a mistake and want to back out your changes, click on the **Undo** button.

NOTE: A Supervisor's information cannot be deleted if any information has been posted against their number. This option has been taken away in order to have an audit trail.

PROVIDER DATA

Provider Data - contains the names of each provider, the provider type code (must be typed with a capital letter), the address of the provider, and the Medicaid Participant Number for each provider. Suffix (usually 01) must be entered for each provider. All DHR service staff must be entered as providers for In-House Medicaid Rehab billing. The Tax ID number for staff will be the Worker's SSN.



The Provider Data file contains information on each of a county's providers. From the **Main Menu**, click on **Utilities** then click on **Provider Data**. To enter a new provider, first click on the **Add New Provider** button to clear the screen. Then add your provider data.

To edit provider data, click on **Edit Current Provider** button or press **F9,** and use **Page Up** and **Page Down** keys on the keyboard to scroll to the provider data which needs to be corrected. Place the cursor in the field and press the delete key to clear the field. Then you can enter the correct information.

The Provider's nine digit Tax ID# should be entered first. This number may be found on a provider's W-9. For DHR staff providing In-House services, use the worker's SSN for the Tax ID#. For a non-profit organization, such as a church, use the vendor # with leading zeros to equal nine digits.

Tab to Provider Suffix. In most cases, the Provider Suffix will be 01. If multiple providers use the same Tax ID# (for example, the County Commission and the County Board of Education), a different suffix must be assigned to the other providers, such as 02, 03, etc.

Tab to Provider Name and complete.

Tab to Provider Type and enter a **capital letter** from the choices below :

V - Vendor
E - In-House or DHR Employee
S - State Held Contract
L - Local Contract

Tab to Provider Status and enter a **capital letter** from the choices below:

T - Taxable
A - Active, but not taxable
I - Inactive Provider

NOTE: The Provider Status is determined by the CWOA in each county office.

Tabbing to each of the following fields, enter Address 1, Address 2 (if applicable), City, State, Zip, Telephone number, Fax number, and Contact Person.

NOTE: When typing in fax and phone numbers, type in the open and close parentheses and hyphen in the numbers.

Tab to Medicaid Participant # and fill in the MPN if the provider is a Rehab provider. The MPN must be nine digits, beginning with 3390.

If Provider type is "E", use the County DHR MPN which would be 3390__00. (The county's two digit code would go in the two blanks.)

NOTE: It is extremely important for the county to enter the MPN for all providers who have been assigned this number. If this number is not present, the claim will not be pulled for Rehab billing on the Month End reports. Your county and providers will not get credit for generating Rehab revenues and the Department will miss out on these funds.

Tab to Comments and type in any desired information.

Tab to Contract Number and complete if the provider has a local contract.

Click on the **Add New Provider** button to clear the screen and add additional providers. When finished, click on the Main Menu button to return to the STAC Main Menu.

To locate a specific provider to edit or update, click on the Magnifying Glass to bring up the Locate Value help box. The screen resulting from clicking this button and instructions are shown on page 32.

In the Value box, enter the Provider Name, Tax ID#, MPN, or whatever you choose to use to locate the provider. Identify the correct field in the bottom of box to correspond with information in the Value box, and click on OK. Providers may also be accessed by using the **Page Up** and **Page Down** arrows.

If you make a mistake and want to back out your changes, click on the **Undo** button.

It is very important that you enter your employees on the Provider Data File. This information is required when you enter your county's IN-HOUSE DATA.